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13 December 1954

Director of Training

Technical Services Required by OTR for the Production of Motion Pictures

1. The Office of Training is planning the production locally of a series of sound motion picture training films in 16 mm size. During the past six months, the Reproduction Division/LO has provided the personal services, laboratory equipment and facilities to accomplish the sound recording, film developing and printing and allied services on three film projects. The writing of scripts, casting, production planning and direction, camera work and film editing have been the responsibility of OTR in these productions.
2. This cooperative effort with RD/LO in these productions has been a very satisfactory one to OTR and provides what we believe is a reasonable and workable division of the responsibilities of film production. This plan utilizes the existing capabilities of the employees and limited equipment of the two offices.
3. For the period ending June, 1955, two film projects are planned for production. These will total an approximate 40,000 feet of film negative to be exposed in production of five (5) twenty-minute films. The actual production phases will likely require a cumulative total of twenty work days. The Reproduction Division/LO will be requested to provide the technical support services for these productions which were outlined in paragraph 1.
4. During the past productions, the OTR and RD/LO personnel have recognized the need for several additional items of laboratory and camera equipment. The camera and other lighting equipment will be requisitioned by OTR. Completion of the sound recording installation by RD/LO which is now underway will meet other production needs. The need of other equipment in RD/LO has been discussed with the Chief of that Division.
5. This memorandum is submitted to your office for your concurrence in the division of responsibilities for film production proposed above and to outline the support services which will be requested of RD/LO in the next six months.